



**CITY PLAN COMMISSION ANNUAL BUSINESS MEETING
1ST FLOOR CITY COUNCIL CHAMBERS
JANUARY 18, 2018**

The City Plan Commission met at the above place and date.

The meeting was called to order at 1:30 p.m. Commissioner Livingston present and presiding and the following Commissioners answered roll call.

COMMISSIONERS PRESENT:

Commissioner Bonart
Commissioner Benitez (Late arrival)
Commissioner Muñoz
Commissioner Livingston
Commissioner Pickett
Commissioner Hernandez
Commissioner Uribe

COMMISSIONER ABSENT:

Commissioner Brannon

AGENDA

Commissioner Pickett read the rules into the record. Alex Hoffman Deputy Director for Planning & Inspections, read the revisions to the agenda into the record.

***ACTION:** Motion made by Commissioner Bonart, seconded by Commissioner Brannon, and carried to **APPROVE** the agenda as amended.

AYES: Commissioner Bonart, Muñoz, Livingston, Pickett, Hernandez, and Uribe

NAYS: N/A

ABSTAIN: N/A

ABSENT: Commissioner Brannon

NOT PRESENT FOR THE VOTE: Commissioner Benitez

Motion passed.

I. CALL TO THE PUBLIC – PUBLIC COMMENT

This time is reserved for members of the public who would like to address the City Plan Commission on any items that are not on the City Plan Commission Agenda and that are within the jurisdiction of the City Plan Commission. No action shall be taken.

A sign-up form is available outside the City Council Chambers for those who wish to sign up on the day of the meeting. Requests to speak must be received by 1:30 p.m. on the date of the meeting. A total time of five minutes may be allowed for each speaker. The Public Comment portion shall not exceed thirty (30) minutes, unless otherwise approved by the City Plan Commission.

NO ACTION WAS TAKEN.

III. REGULAR AGENDA - DISCUSSION AND ACTION:

Subdivision Application:

SUBDIVISION MAP APPROVAL:

NOTICE TO THE PUBLIC AND APPLICANTS:

The staff report for an agenda item may include conditions, exceptions, or modifications. The Commission's motion to approve an item in accordance with the staff report or with all staff comments means that any modifications, waivers, exceptions requested by the applicant and recommended for approval by staff and any staff recommended conditions, have been approved, without necessitating that the Commission restate the modifications, exceptions, waivers, or conditions as part of the motion to approve and that any findings required to be made by the Commission, have been made. If the Commission does not wish to approve an exception or modification, or require a condition, then the Commission's motion will state which have not been approved, otherwise, the staff report, with all modifications, exceptions and conditions, is approved and the applicant shall comply with all provisions of the staff report.

PUBLIC HEARING Resubdivision Combination (Reconsideration):

1. **SUSC17-00001:** Montecillo Unit Eleven – A replat of a portion of Lot 6 & 7, Block 2, Montecillo Unit Three, Replat B & a portion of Tracts 3 & 3A, John Barker Survey No. 10 & all of Tract 6 & a portion of Tract 7, I.F. Harrison Survey No. 54, City of El Paso, El Paso County, Texas
Location: North of I-10 & West of Montecillo
Existing Zoning: SCZ (Smart Code)
Property Owners: EPT Montecillo Development, West, LP
EPT Montecillo I-10 Development, LLC
30 West Pershing, LLC
Representative: Brock & Bustillos, Inc.
District: 8
Staff Contact: Nelson Ortiz, (915) 212-1606, OrtizNX@elpasotexas.gov

Nelson Ortiz, Lead Planner, gave a presentation and noted that the applicant proposes to subdivide approximately 60 acres of land for a smart code development including mixed-use lots, a stormwater retention pond and two private civic spaces. The applicant is proposing a private street within this development. Primary access to the subdivision is proposed from Suncrest Drive and Montecillo Boulevard. This application is being reviewed under Title 21 (SmartCode) and is required to comply with the approved Montecillo Regulating Plan. This application is back for a second reconsideration as the applicant is requesting the following changes to the previously approved subdivision: (1) Dedicate a PSB stormwater retention pond (2) Reduce the size of Lot 2, Block 4 (from 52,636.3 square feet to 9,962.5 square feet). This was to accommodate the size of the stormwater retention pond. Staff recommends approval of Montecillo Unit Eleven subject to the following condition: *That the applicant file a temporary turnaround document for Vin Rambla in order to meet Section 19.15.100 – Dead-end streets and reference said document on the plat prior to recording the final plat.*

David Bogas, Development Director for Montecillo, concurred with staff's comments.

ACTION: Motion made by Commissioner Pickett, seconded by Commissioner Uribe, and carried to **APPROVE SUSC17-00001.**

AYES: Commissioner Bonart, Muñoz, Livingston, Pickett, Hernandez, and Uribe

NAYS: N/A

ABSTAIN: N/A

ABSENT: Commissioner Brannon

NOT PRESENT FOR THE VOTE: Commissioner Benitez

Motion passed.

II. ANNUAL BUSINESS MEETING AGENDA - DISCUSSION AND ACTION:

2. CPC Business Items:

a. Election of Officers (Chair, First Chair, Second Chair)

ACTION: Motion made by Commissioner Bonart, seconded by Commissioner Uribe, and unanimously carried to nominate Commissioner Livingston as Chair.

Motion passed.

ACTION: Motion made by Commissioner Livingston, seconded by Commissioner Uribe, and unanimously carried to nominate Commissioner Pickett as 1st Vice-Chair.

Motion passed.

ACTION: Motion made by Commissioner Pickett, seconded by Commissioner Uribe, and unanimously carried to nominate Commissioner Bonart as 2nd Vice-Chair.

Motion passed.

b. Changes to Bylaws

Kimberly Forsyth, Program Manager for Planning & Inspections, noted that this is an opportunity for the commission to propose any changes to the by-laws. They will not be voted on at this meeting but staff can draft something for the next meeting.

No action was taken.

3. Discussion and action on CPC subcommittees

Ms. Forsyth noted that according to the by-laws the City Plan Commission has the Zoning, Subdivision, and the Long Range Sub-committees. These sub-committees exist for the purpose of reviewing changes to the zoning code and the comprehensive plan that are significant in nature. She suggested that members of the CPC let the chair know, within the next couple of weeks, if they are interested in serving on one or more of these sub-committees and then the chair will appoint them to a sub-committee. These sub-committees are not active unless an issue comes up and they have to meet separately.

NO ACTION WAS TAKEN.

4. Park Fees Special Fund Report, Parks and Recreation Department Joel McKnight, Asst. Director of Parks and Recreation, (915) 212-1719, mcknightjw@elpasotexas.gov

Gloria Venzor, Project Manager for Parks & Recreation Department, gave a presentation for the Annual Parkland Dedication Report with projects completed in FY 2017 and planned expenditures and projects for Parkland Dedication Funds in FY 2018. Project parks for completion are the Aviator Park, Cimarron Sage #2, Enchanted Hills #3, Minors Park and Montecillo #4. Six park sites totaling 21.47 acres were added to the Parks Inventory in FY 2017 through the Parkland Dedication process.

NO ACTION WAS TAKEN.

5. Capital Improvement Projects

Yvette Hernandez, Engineering Division Manager, Capital Improvement Department,

(915) 212-1860, hernandezym@elpasotexas.gov

Yvette Hernandez, Engineering Division Manager for Capital Improvements Department, gave a presentation and noted that this presentation focuses mainly on the quality of life projects. She gave a break-down of the 56 completed projects.

NO ACTION WAS TAKEN.

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6. Texas Department of Transportation: Overview of City-Wide Projects
Jennifer Wright, Public Information Officer, Texas Department of Transportation
Jennifer.Wright3@txdot.gov

Jennifer Wright, Public Information Officer for TxDOT, gave a presentation of the Corridor Studies and an update on projects that are under construction and projects that are under development.

She responded to questions from the commission.

Commissioners Uribe and Hernandez left the meeting at this time.

NO ACTION WAS TAKEN.

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7. 2017 Activity Report, Planning Division:
• Raul Garcia, Lead Planner, (915) 212-1643, garcia1@elpasotexas.gov

Raul Garcia, Lead Planner, gave a presentation on the Activity Report for the previous fiscal year in regards to zoning applications. He gave a breakdown of Zoning Applications which are comprised of Detailed Site Permits, Condition Releases. ZBA Applications are applications that the Zoning Board of Adjustments acts on and are in regards to encroachments that the ZBA may grant. Many of these are existing encroachments. Zoning Verification Letters require research into permissible uses and are requests from residents and private entities requesting zoning information in regards to their properties. Staff responds to these requests in writing and in a formal letter. Building plans reviewed are for applications that require some zoning review. An increase to these requests are due to the amount of construction going on throughout the city. Other applications include legal non-conforming and shared parking agreements. He noted that staff has been tasked by the City Manager, through the request of the Council, to participate in the Lean Six Sigma (LSS) project in regards to what can be done to expedite the zoning process.

- Nelson Ortiz, Lead Planner, (915) 212-1606, ortiznx@elpasotexas.gov

Nelson Ortiz, Lead Planner, gave a presentation and a breakdown of the Subdivision Applications. He noted that the majority of the applications were for Platting Determination which is an administrative application. This is an application that is typically submitted by homeowners, brokers, realtors, and developers whenever they propose any modifications to lot lines. The majority of the Platting Determination Applications were processed in District 5 and in the ETJ. In terms of residential units, the majority of the subdivision residential units that were processed were in District 1, District 5, and in the ETJ. In 2017 close to 8000 applications were processed for residential lots.

- Jeff Howell, Lead Planner, (915) 212-1607, howelljb@elpasotexas.gov

Jeff Howell, Lead Planner, gave a presentation and a breakdown of the Long Range applications and noted that the applications are very consistent with previous years. There was an increase in building permits reviewed which were due to residential developments in Montecillo. The most common application that staff handles under the Long Range are the Building Applications and Building Scale Plan Review Applications. The average number of applications reviewed per month are approximately five. Back in November, the functions of Special Events Applications and Special Privilege Applications were added to the Long Range Section. Mr. Howell also prepared a 2nd presentation outlining other applications handled by Long Range that do not come before the commission.

THESE WERE INFORMATIONAL ITEMS AND NO ACTION WAS TAKEN.

8. City Attorney's Office

***ACTION:** Motion made by Commissioner Bonart, seconded by Commissioner Pickett, and unanimously carried to **DELETE ITEM 8.**

Motion passed.

9. Public Comments

THERE WERE NO PUBLIC COMMENTS.

10. Adjournment of the Annual City Plan Commission Business Meeting

Motion made by Commissioner Bonart, seconded by Commissioner Pickett, and carried to adjourn this meeting at 3:16 p.m.

AYES: Commissioner Bonart, Muñoz, Benitez, Livingston, and Pickett

NAYS: N/A

ABSTAIN: N/A

ABSENT: Commissioner Brannon

NOT PRESENT FOR THE VOTE: Commissioner Hernandez, and Uribe

Approved as to form:

Alex Hoffman, City Plan Commission Executive Secretary